

## APPENDIX I

# GLOSSARY

**ABBREVIATION**--A shortened form of a written word or phrase used in place of the whole.

**ACCESS**--The ability and opportunity to obtain knowledge or possession of classified information.

**ACRONYM**--A word formed from the initial letter or letters of each of the successive parts or major parts of a compound term.

**ACTIVITY**--An organizational unit designated to perform a specific mission or function.

**ADMIN OFFICE**--As used in relation to optical character recognition documents, any personnel, administrative, or executive office that has responsibility for preparing OCR input documents and for maintaining personnel records.

**ALLOWANCE**--Monetary entitlement paid to a member to provide for facilities, services, or goods.

**BAQ**--Basic allowance for quarters.

**BAS**--Basic allowance for subsistence.

**BCNR**--Board of Corrections of Naval Records.

**BI**--Background investigation,

**CA**--Convening authority, used in naval justice matters.

**CACO**--Casualty assistance calls officer.

**CACP**--Casualty Assistance Calls Program.

**CENTRALIZED FILES**--A filing system wherein the official files of a command are maintained in one centralized location.

**CHAMPUS**--Civilian Health and Medical Program of the Uniformed Services.

**CLASSIFIED MATERIAL**--Any matter, document, product, or substance on or in which classified information is recorded or embodied.

**CLASSIFYING**--As used in correspondence filing, the process of determining the correct subject group codes under which correspondence should be filed.

**CLEARANCE**--As used in relation to classified information, an administrative determination by competent authority that an individual is eligible for access to classified information of a specific classification category.

**CMO**--Court-martial order, used in naval justice matters.

**CMS**--Communications Material System.

**CODING**--As used in correspondence filing, the process of writing the file number or codes on the papers to be filed.

**CONFIDENTIAL**--The security classification category used to identify material the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.

**CPU**--Central processing unit (word processing equipment).

**CREO**--Career reenlistment objectives.

DANTES--Defense Activity for Non - traditional Educational Services.

DC--Defense counsel, used in naval justice matters.

DCL--Document control listing.

DECENTRALIZED FILES--A filing system wherein the official files of a command are maintained in the department having primary responsibility for the subject matter of the files.

DFASP/PPM--Defense Finance and Accounting Service Pay/Personnel Procedures Manual (Navy).

DIRECTIVE--An instruction, notice, or change transmittal.

DIS--Defense Investigative Service.

DLA--Dislocation allowance.

DLT--Decision logic table.

DOD--Department of Defense.

DONCAF--Department of the Navy Central Adjudicating Facility.

DODISPR--Department of Defense Information Security Program Regulations.

DODFMR--Department of Defense Military Pay and Allowance Entitlements Manual.

DON--Department of the Navy.

DTG--Date-time group.

EDVR--Enlisted Distribution and Verification Report.

ENLTRANSMAN--Enlisted Transfer Manual.

EPMAC--Enlisted Personnel Management Center.

ESO--Educational services officer.

EVALS--Enlisted performance evaluation reports.

FITREP--Officer fitness reports.

FOUO--For Official Use Only.

FSA--Family separation allowance.

GCM--General court-martial, used in naval justice matters.

GDS--General declassification schedule.

GSA--General Services Administration.

JAGMAN--Manual of the Judge Advocate General.

JFTR--Joint Federal Travel Regulations.

JULIAN DATE--The consecutive day of the calendar year.

JUMPS--Joint Uniform Military Pay System.

LDO--Limited duty officer.

LES--Leave and earning statement.

MANMED--Manual of the Naval Medical Command.

MAPTIS--Manpower, Personnel, and Training Information System.

MCM--Manual for Courts-Martial, United States.

MCPON--Master Chief Petty Officer of the Navy.

MILPERSMAN--Naval Military Personnel Manual.

NAC--National agency check.

NAVCOMPT--Navy comptroller.

NAVFINCEN--Navy Finance Center.

NAVMEDCOM--Naval Medical Command.

NEC--Navy Enlisted Classification Code.

NJP--Nonjudicial punishment.

NMPC--Naval Military Personnel Command.

NOC MANUAL--Manual of Navy Officer Classifications.

NOK--Next of kin.

NRTC--Nonresident training course.

NTI--Navy travel instructions.

OCR--Optical character recognition.

OCS--Officer candidate school.

ODCR--Officer Distribution Control Report.

OFFTRANSMAN--Officer Transfer Manual.

PARS--Personnel Advancement Requirements.

PASS--Pay/Personnel Administrative Support System.

PAY--Monetary entitlement based on professional services performed by a member.

PCS--Permanent change of station.

PDRL--Permanent Disability Retired List.

PEBD--Pay entry base date.

PER DIEM--The allowance authorized to cover the cost of quarters, subsistence, and other necessary incidental expenses related to travel.

POC--Privately owned conveyance.

PR--Periodic reinvestigation.

PRP--Personnel reliability program.

PSA--Personnel Support Activity.

PSD--Personnel Support Detachment.

PSI--Personnel security investigation.

RATE--The military rate of an enlisted person, such as PO3, CPO, MCPO.

RATING--The professional rating of an enlisted person, such as Yeoman, Personnelman, Quartermaster.

REAM--500 sheets of paper.

SA--Supervisory authority, used in naval justice matters.

SBI--Special background investigation.

SCM--Summary court-martial, used in naval justice matters.

SDSPROMAN--Source Data System Procedures Manual.

SECRET--The security classification category used to identify material the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security.

SGLI--Servicemen's Group Life Insurance.

SNDL--Standard Navy Distribution List.	TR--Transportation request.
SORM--Standard Organization and Regulations of the U.S. Navy.	UA--Unauthorized absence.
SPCM--Special court-martial, used in naval justice matters.	UCMJ--Uniform Code of Military Justice.
STRIKER--A member working toward or within a rating.	UIC--Unit identification code.
TEMADD--Temporary additional duty.	UPB--Unit Punishment Book.
TEMDU--Temporary duty.	USC--United States Code.
TICKLER--System used to remind report preparer when recurring reports are due.	VA--Veterans' Administration.
TIR--Time in rate.	WO--Warrant officer.
TOP SECRET--The security classification category used to identify material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security.	WP--Word processing.
	WPE--Word processing equipment.
	ZIP CODE--Zone improvement plan; a five- or nine-digit number that identifies each postal delivery area in the United States.

## APPENDIX II

# REFERENCES USED TO DEVELOP THE TRAMAN

**NOTE:** Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

### Chapter 1

*Navy Customer Service Manual*, NAVEDTRA 12972, Naval Education and Training Command, Pensacola, FL, 1993.

*Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068F, Naval Military Personnel Command, Washington DC, 1992.

### Chapter 2

*Decedent Affairs Manual*, NAVMEDCOMINST 5360.1, Chief Bureau of Medicine and Surgery, Washington, DC, 1987.

*Department of Defense Military Pay and Allowances Entitlements Manual (DODFMR)*, DODFMR 7000.14R, Comptroller of the Department of Defense, Washington, DC, 1992.

*Department of the Navy Correspondence Manual*, SECNAVINST 5216.5C, Secretary of the Navy, Washington, DC, 1983.

*Department of the Navy Directives Issuance System*, SECNAVINST 5215.1C, Secretary of the Navy, Washington, DC, 1970.

*Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)*, SECNAVINST 5210.11D, Secretary of the Navy, 1987.

*Department of the Navy Forms Management Program*, SECNAVINST 5213.10D, Secretary of the Navy, Washington, DC, 1992.

*Department of the Navy Information Requirements (Reports) Management Program*, SECNAVINST 5214.2B, Secretary of the Navy, Washington, DC, 1988.

*Department of the Navy Information Security Program Regulation (SECMAN)*, OPNAVINST 5510.1H, Chief of Naval Operations, Washington, DC, 1991.

*Department of the Navy Social Usage and Protocol Handbook*, OPNAVINST 1710.7, Chief of Naval Operations, Washington, DC, 1979.

*Diary Message Reporting System Users Manual (DMRSMAN)*, 1080#1 UM-01A, Enlisted Personnel Management Center, New Orleans, LA, 1993.

*Disbursing, Administrative, and Personnel Manual (DAPMAN)*, NAVSO P-3680, Office of the Comptroller of the Navy and the Chief of Naval Personnel, Washington, DC, 1994.

*Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909E, Bureau of Naval Personnel, Washington, DC, 1992.

*Format and Procedures for Validating the Officer Distribution Control Report (ODCR)*, NAVMILPERSCOMINST 1301.2A, Naval Military Personnel Command, Washington, DC, 1990.

*Joint Federal Travel Regulations (JFTR)*, NAVSO P-6034, Per Diem Travel, and Transportation Allowance Committee, Department of Defense, Washington, DC, 1986.

*Manual for Courts-Martial (MCM)*, United States, 1984.

*Manual for the Navy Casualty Assistance Calls Program (CACP)*, NAVMILPERSCOMINST 1770.1, Naval Military Personnel Command, Washington, DC, 1982.

*Manual of Advancement*, BUPERSINST 1430.16D, Chief of Naval Personnel, Washington, DC, 1991.

*Manual of Navy Officer Manpower and Personnel Classifications*, Volumes I and II, NAVPERS 15839H, Bureau of Naval Personnel, Washington, DC, 1993.

*Manual of the Judge Advocate General (JAGMAN)*, JAGINST 5800.7C, Judge Advocate General, Alexandria, VA, 1990.

*Manual of the Medical Department (MANMED)*, BUMEDINST 6440.5, Chief Bureau of Medicine and Surgery, Washington, DC, 1991.

*Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560, Bureau of Naval Personnel, Washington, DC, 1991.

*Naval Telecommunications Procedures and Users Manual (NTP-3I)*, Naval Computer and Telecommunications Command, Washington, DC, 1993.

*Navy and Marine Corps Awards Manual*, SECNAVINST 1650.1F, Office of the Secretary, Washington, DC, 1991.

*Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5C, Secretary of the Navy, Washington, DC, 1985.

*Navy Enlisted Performance Evaluation (EVAL) Manual*, BUPERSINST 1616.9A, Bureau of Naval Personnel, Washington, DC, 1992.

*Navy Officer Fitness Report (FITREP) Manual*, BUPERSINST 1611.17, Bureau of Naval Personnel, Washington, DC, 1993.

*Navy Stock List of Forms and Publications*, NAVSUP P-2002, Naval Aviation Support Office, Philadelphia, PA, Quarterly.

*Officer Transfer Manual*, NAVPERS 15559A, Naval Military Personnel Command, Washington, DC, 1989.

*Passenger Transportation Manual (PTM)*, NAVMILPERSCOMINST 4560.2A, Naval Military Personnel Command, Washington, DC, 1987.

*Register of Commissioned and Warrant Officers of the United States Navy and Reserve Officers on Active Duty*, NAVPERS 15018A, Chief of Naval Personnel, Washington, DC, 1993.

*Source Data System Procedures Manual (SDSPROMAN)*, NAVSO P-3069, Volumes I and II, Comptroller of the Navy and Chief of Naval Personnel, Washington, DC, 1985.

*Standard Navy Distribution List (SNDL)*, Parts I and II, Chief of Naval Operations, Washington, DC, 1994.

*Standard Organization and Regulations of the U.S. Navy (SORM)*, OPNAVINST 3120.32B, Chief of Naval Operations, Washington, DC, 1986.

*United States Navy Regulations*, 1990, Secretary of the Navy, Washington, DC, 1990.

*United States Navy Uniform Regulations*, NAVPERS 15665H, Bureau of Naval Personnel, Washington, DC, 1991.

*U.S. Navy Travel Instructions (NTI)*, NAVSO P-1459, Office of the Comptroller, Washington, DC, 1992.

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*Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)*, SECNAVINST 5210.11D, Secretary of the Navy, Washington, DC, 1987.

*Standard Navy Distribution List (SNDL)*, Parts I and II, Chief of Naval Operations, Washington, DC, 1994.

#### **Chapter 4**

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*Navy Official Mail Management Instructions*, OPNAVINST 5218.7A, Chief of Naval Operations, Washington, DC, 1992.

*Navy Telecommunications Procedures and Users Manual (NTP-3I)*, Naval Computer and Telecommunications Command, Washington, DC, 1993.

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*Standard Organization and Regulations of the U.S. Navy (SORM)*, OPNAVINST 3120.32B, Chief of Naval Operations, Washington, DC, 1986.

#### **Chapter 6**

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*Standard Navy Distribution List (SNDL)*, Part I and II, Chief of Naval Operations, Washington, DC, 1994.



## **Chapter 7**

*Department of the Navy Information Requirements (Reports) Management Program*, SECNAVINST 5214.2B, Secretary of the Navy, Washington, DC, 1988.

*Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes(SSIC)*, SECNAVINST 5210.11D, Secretary of the Navy, Washington, DC, 1987.

*Department of the Navy Forms Management Program*, SECNAVINST 5213.10D, Secretary of the Navy, Washington, DC, 1992.

*Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5C, Secretary of the Navy, Washington, DC, 1985.

## **Chapter 8**

*Department of the Navy Information Security Program Regulation*, OPNAVINST 5510.1H, Chief of Naval Operations, Washington, DC, 1991.

*Standard Navy Distribution List (SNDL)*, Parts I and II, Chief of Naval Operations, Washington, DC, 1994.

## **Chapter 9**

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*Manual for Courts-Martial (MCM)*, United States, 1984.

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*Navy and Marine Corps Awards Manual*, SECNAVINST 1650.1F, Secretary of the Navy, Washington, DC, 1991.

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## **Chapter 12**

*Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560, Bureau of Naval Personnel, Washington, DC, 1991.

## **Chapter 13**

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*Leave Authorization and Reporting Procedures - Navy Members Only*, SECNAVINST 7220.81, Secretary of the Navy, Washington, DC, 1983.

*Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560, Bureau of Naval Personnel, Washington, DC, 1991.

*Officer Transfer Manual*, NAVPERS 15559A, Naval Military Personnel Command, Washington, DC, 1989.

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